

28 JUL 1975

MEMORANDUM FOR: Deputy Director for Administration
FROM : Acting Director of Personnel
SUBJECT : Federal Paperwork Management Awards
REFERENCE : Letter to DDA from Edna A. Falbo,
Association of Records Executives
and Administrators, dated 27 June
1975

1. Action Requested: That you sign the attached letter to Ms. Edna A. Falbo, Greater Washington, D. C. Chapter President, Association of Records Executives and Administrators, advising her that the Agency will not submit a nominee for the Eleventh Federal Paperwork Management Awards Program.
2. Basic Data or Background: Ms. Falbo's letter to you dated 27 June 1975 announced the Eleventh Annual Paperwork Management Awards Program and invited a nomination for this award.
3. Staff Position: Each Directorate was solicited by memorandum dated 3 April 1975 to obtain nominations for the 1975-1976 Public Service Awards Program. There were no nominations submitted for the Federal Paperwork Management Awards.
4. Recommendation: It is recommended that you sign the attached letter to Ms. Edna A. Falbo. The deadline date for submission of nominations is 5 September 1975.

Acting Director of Personnel

STATINTL

Atts

DDA 75-3511

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Acting Director of Personnel

Atts:

3 - 100

ADMINISTRATIVE

30 JUL 1975

Ms. Edna A. Falbo, President
Greater Washington, D. C. Chapter
Association of Records Executives
and Administrators
P. O. Box 89
Washington, D. C. 20044

Dear Ms. Falbo:

Thank you for your letter announcing the Eleventh Federal Paperwork Management Awards Program and inviting this Agency to submit a nomination for the award.

We appreciate the opportunity to participate in this worthwhile program. After careful consideration of possible nominees, we have decided not to submit a candidate this year. Let me assure you, however, of our continuing interest in this program.

Sincerely,

/s/John E. Blake

John F. Blake
Deputy Director
for
Administration

Distribution:

- 0 - Addressee
- 2 - DDA
- 1 - AD/Pers
- ~~2~~ - C/BSD (1 w/held)

Originator:

STATINTL

Acting Director of Personnel
28 JUL 1975

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